



# Statement on Secure Storage, Handling, Use, Retention and Disposal of Disclosures and Disclosure Information

You're in safe hands

One Cathedral Square, Cathedral Quarter, Blackburn, Lancashire BB1 1FB

T: 01254 355 688 | F: 01254 390 199 | E: DBS@personnelchecks.co.uk

[www.personnelchecks.co.uk](http://www.personnelchecks.co.uk)





## DISCLOSURE OF CRIMINAL OFFENCES

All paid posts and volunteering roles that involve regular, direct, unsupervised contact with people receiving health care are exempt from the Rehabilitation of Offenders Act 1974. This means that people must declare any convictions, cautions, bind-over's or pending prosecutions, even if they otherwise would be regarded as "spent" under this Act. On offer of a post or volunteering opportunity, this information will be checked via police records. The information you give will be treated in confidence and will only be taken into account where the exemption applies.

The disclosure of a criminal record, or other information, will not automatically disqualify you from appointment. The hospice will consider whether any disclosure makes you unsuitable for appointment. In making this decision, the hospice will consider the nature of any offences, how long ago, your age at the time and any factors which may be relevant.

Failure to disclose a conviction, caution or bind over may, however disqualify you from appointment, or result in summary dismissal/disciplinary action if the discrepancy comes to light after commencement of employment.

### General Principles

East Lancashire Hospice conduct DBS checks via an Umbrella body (one which countersigns applications and receives Disclosure information on behalf of other employers or recruiting organisations). The umbrella body used by East Lancashire hospice is Personnel Checks. We comply with the DBS Code of practice and the 1997 and 2007 Acts regarding the handling, holding, storage, destruction and retention of disclosure information. We also comply fully with its obligations under the Data Protection Act, GDP Regulations and other relevant legislation pertaining to the safe, handling, use, storage, retention and disposal of information.

East Lancashire Hospice has a written Standard Operating Procedure within the Recruitment Policy that covers the correct handling and safe keeping of Disclosure information. This is available on request

The disclosure information will be sent to your home address. The hospice will be advised if the certificate contains information by Personnel Checks and will not know details of anything disclosed.

Should the response from Personnel Checks indicate there is a disclosure on the certificate you will be asked to bring the certificate in to share and discuss with the recruiting manger in order to make a decision regarding your suitability for the post.

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## Storage and Access

Disclosure information is never kept on an applicant's personnel file and is always kept separately and securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

## Handling

In accordance with section 124 of the Police Act 1997, Disclosure information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom Disclosures or Disclosure information has been revealed and we recognise that it is a criminal offence to pass this information on to anyone who is not entitled to receive it.

## Usage

Disclosure information is only used for the specific purpose was requested and for which the applicant's full consent has been given. Disclosure information will not be used or disclosed in a manner incompatible with that purpose.

## Retention

We do not keep Disclosure information for any longer than is absolutely necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints. If, in very exceptional circumstances, it is considered to keep Disclosure information for longer than six months, we will consult the DBS about this and will give full consideration to the Data Protection and Human Rights individual subject before doing so. Throughout this time, the usual conditions regarding safe storage and strictly controlled access will prevail.

## Disposal

Once the retention period has elapsed, the EDBS system will automatically purge any Disclosure information after a period of 6 months. Any paper copies stored by East Lancashire Hospice will be destroyed by secure means, i.e. shredding, on site after 6 months

While awaiting destruction, Disclosure information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack). We will not keep any photocopy or other image of the Disclosure or any copy or representation of the contents of a Disclosure.

We will keep a record of the date of issue of a Disclosure, the name of the subject, the position for which the Disclosure was requested, the unique reference number of the Disclosure and the details of the recruitment decision taken.

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